

REGISTRATION FEE INSTRUCTIONS

Due Date: October 1 (annually)

Amount of Fee: \$50 per facility

If you are a facility owner and/or operator who manufactures, processes, stores, or otherwise uses hazardous materials above threshold planning or reporting quantities:

YOU MUST

Submit Material Safety Data Sheets (MSDS) or list of chemicals for which you have MSDSs to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§311/§796) within 90 days of adding chemicals or exceeding threshold planning quantities

AND

Annually, by March 1, submit chemical inventory reports on the Maine Chemical Inventory Reporting Form to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§312/§797)

AND YOU MAY NEED TO

Annually, by July 1, submit a Toxic Chemical Release Inventory (Form R) to U.S. EPA, Maine State Emergency Response Commission and (county) Local Emergency Planning Committee, (§313/§799)

THEN:

You are required to pay an annual registration fee of \$50 on or before October 1. Complete the attached yellow work sheet on the reverse side of this page.

If you are the owner and/or operator of more than one facility in Maine, you should complete the yellow work sheet information for **each** facility you own and/or operate and pay the \$50 registration fee for each facility meeting the above criteria. You may list up to 20 facilities on each worksheet. Attach additional work sheets if needed.

When you complete your fee work sheet, please keep a copy for your records. You should send the yellow work sheet with a check made out to TREASURER, STATE OF MAINE to:

Department of Defense, Veterans and Emergency Management
Attn: SERC/MEMA
104 State House Station
Augusta, Maine 04333-0104

If you are the owner or operator of **agricultural operations**, you may be exempt from **all** fee requirements of this rule. If you have determined that you are exempt, please indicate that on the registration fee work sheet and you need only return the work sheet to the State Emergency Response Commission, c/o Maine Emergency Management Agency, 72 State House Station, Augusta, Maine, 04333-0072. Please contact the Maine Emergency Management Agency with any questions.

REGISTRATION FEE WORK SHEET

This work sheet is for:

October 1

Owner/operator name: _____

Year _____

Mailing address: _____

City/town: _____ State: _____ County: _____ Zip: _____

List each facility which you own and/or operate and which must comply with §311, 312 and/or §313 of SARA, Title III and §796, 797 and/or §799 of Title 37B. Use this sheet to calculate your registration fee.

	Facility Name	Facility Location	Fee
1			50
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
		Total Registration Fee	\$

☐ Check here if involved with commercial agricultural operations.

Check # _____

Return this form with your payment to:

Check Date _____

Department of Defense, Veterans and Emergency Management
Attn: SERC/MEMA
104 State House Station
Augusta, Maine 04333-0104

MAKE CHECKS PAYABLE TO "TREASURER, STATE OF MAINE"

DO NOT SEND CASH

PLEASE KEEP A COPY FOR YOUR RECORDS